



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TRAINING TECHNICIAN	29	E	7.528

#### DEFINITION OF CLASS:

Under direction, the incumbent recruits, trains and supervises a volunteer program for the University of Nevada, Reno, radio station. Work involves training station equipment operators and broadcast program hosts. The incumbent also performs radio programming, makes on-air presentations, and is responsible for program scheduling and quality control.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

The Training Technician evaluates volunteers on-air performance; runs general meetings with volunteers; trains volunteers in small groups and one-to-one; schedules program hosts; maintains records; and runs training seminars.

Writes on-air recruitment for volunteers, writes and reviews training guidelines, supervises on-air shifts of trainees, and tests the knowledge and skills of volunteers.

Hosts radio programs, evaluates new music, procures and maintains the music library and assists the station manager with special operations.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Skill in building and maintaining a radio station music library. Skill in hosting a radio program.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Cont.)

Skill in organizing scheduling and programming for the radio station. Skill in soliciting free music from the music industry. Skill in soliciting sponsorship for the radio station.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of FCC basic rules and regulations as they apply to broadcasting practices. Knowledge of supervisory methods and practices as they apply to a volunteer work force. Knowledge of radio techniques, musical formats and broadcast theory.

Skill in verbal presentation and report writing. Skill in the operation of radio equipment.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or equivalent education and four years of radio broadcasting experience which includes responsibility for technical and program operations and staff training; OR

II

An equivalent combination of education and experience.

CONDITIONS OF EMPLOYMENT:

Possession of an F.C.C. radio telephone permit.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.528</u>
REVISED:	04/26/74
REVISED:	12/19/85-12
REVISED:	07/01/93P
	09/24/92PC